UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Excessing/Surplusing AT&T 3B2 Computer Equipment

Approved by: Deputy Administrator, Management

[signature]

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1 Overview

A
Background

Obsolete 3B2 equipment is still being stored in Field Offices. With the implementation of DALR$ on the CCE platform, this equipment is no longer needed.

30-AS and 31-AS provide specifics on the excessing and surplusing of FSA equipment. See 30-AS, Part 4, Section 5 and 31-AS, Part 4, Section 5 for instructions on excess and surplus.

E.O. 12999, issued April 17, 1996, provides information on the policy of donating excess Federal Government equipment to schools and/or nonprofit organizations.

Regardless of the method of local 3B2 disposal used in each Field Office, the Data Protection Act and the Privacy Act require the protection from public disclosure of private information stored on this equipment.

B
Purpose

This notice provides instructions for the safe removal of sensitive information from 3B2 electronic media before the disposal of the equipment.

Disposal Date	**Distribution**
November 1, 2002	State Offices; State Offices relay to County Offices

2 Excess/Disposal of 3B2 Computer Equipment

A
Introduction

Except as provided in Notice FLP-224, subparagraph 2 E, all other 3B2 computer equipment and related peripherals should be excessed/surplused according to 30-AS and 31-AS **after** data removal has been completed.

Data from MRS, AGCREDIT, FHP, and DALR$ is currently stored on the 3B2 computers. The MRS, AGCREDIT, and FHP data was only copied when it was moved to the System 36. Migration of DALR$ data to a PC or laptop only copied the DALR$ data. All data must be removed from the 3B2 before disposal.

Note: This notice complements Notice FLP-224, subparagraph 2 E, and 30-AS, paragraphs 236 through 238. Counties should follow 31-AS, paragraphs 211 through 228, which contain the same information. In FSA-951, item 5A, enter "Approval per Notice FLP-224".

Data removal shall be certified using Exhibit 1.

B
Importance of
Data Removal

An overriding consideration in a move of equipment must be to ensure that FSA data on the machine, and software licensed to FSA, are removed. It is vital to satisfy the requirements of the Data Protection Act and Privacy Act, but it must also be understood that FSA data that is discovered by a later owner may cause controversy, adverse publicity, etc.

Merely deleting the visible files is **not** sufficient to achieve secure data removal since data recovery software could be used by a new owner to "undelete" these files. The disk space previously used by deleted files must be overwritten with new, meaningless data, either by using some fixed pattern, such as binary zeroes, or random data. Similarly, reformatting the whole hard disk may not in itself prevent the recovery of old data as it is sometimes possible for disks to be "unformatted".

Ensuring adequate destruction of data is the responsibility of the office that has the equipment and shall not be delegated to any person outside FSA without adequate contractual obligations being imposed.

2   Excess/Disposal of 3B2 Computer Equipment (Continued)

C
Deleting Data -
Technical
Aspects

All 3B2 computers use a UNIX-based operating system (OS). Reformatting the hard disk and installing a clean copy of OS will leave 3B2 compters in a suitable state for disposal.

Note: Virtually every computer is bought with a license for OS supplied with it. A 3B2 can, therefore, be legitimately disposed of with a freshly installed/restored copy of the same OS. This must be completed if the 3B2 computer will be donated rather than destroyed; it is highly recommended under all other circumstances.

Follow this table for secure data removal to prepare computer equipment for excess/disposal.

Step	Action
1	If possible, keep the last 2 sets of 3B2 complete backup tapes in the office safe until November 30, 2002. If data has been added to the 3B2 since the date of the last complete backup, completion of a final complete backup of the 3B2 before the data and software are removed from the 3B2 is recommended.
2	Remove all data and software programs from the 3B2 using an "AT&T Software Load USDA1.2" tape. **Notes:** For instructions to format the hard drive on the 3B2, see Exhibit 2. If not available, obtain tape from either of the following: • nearby office • the National Help Desk at 816-926-1552. Keep the "AT&T Software Load USDA1.2" tape until November 30, 2002.
3	All 3B2 tapes containing data and software that no longer need to be retained should be pulled out of the tape cartridges and cut up before the tapes are thrown in the trash.

3B2 Data Removal Certification

FAX or mail this completed and signed certification as follows.

FAX Number	Mail Address
USDA/FSA/KC-ITSTO/ISSPS at 816-926-6090	USDA FSA KC-ITSTO ISSPS MAIL STOP 9198 KANSAS CITY MO 64141-6205

Retain a copy of this completed certification in your office administrative files.

I certify that I have followed the procedures to clear the 3B2 hard disk(s) and all backup media before release of the equipment for public use and/or destruction. To the best of my knowledge, all nonsystem files, folders, libraries, and security have been removed from the system. (State Offices shall enter N/A for County Code/County Name.)

From:			
State Code		County Code	
State Name		County Name	

(Use a black felt tip or medium point pen.)

Signed _____ **Date** _____
                    CED/SED

CC: State Office (if from a county)

Detailed 3B2 Formatting Instructions

Formatting 3B2 Hard Disks Using the USDA 1.2 Tape

Step	Action	Result
	After the following commands, PRESS "Enter".	
1	**root <cr>**	Console Login: password:
2	*Put in the root password and press Enter.*	UNIX System V Release 3.2.2 AT&T 3B2 unix Copyright (c) 1984, 1986, 1987, 1988, 1989 AT&T All Rights Reserved Login last used: Fri Dec 7 09:15:52 1990 #
3	**init 5 <cr>**	# INIT: New run level: 5 The system is coming down. Please wait. System services are now being stopped. Print services stopped. Stopping job accounting cron aborted: SIGTERM The system is down.
4	**mcp <cr>** (or the firmware password for the system may be **fha**)	SELF-CHECK FIRMWARE MODE Enter name of program to execute [/unix]:
5	**Place the AT&T software load USDA1.2 tape into the SCSI tape drive!!**	

6	**/unix <cr>**	Possible load devices are:
		Option
		Number Slot Type Name
		--- 	
		  0 0 INTEGRAL FD5
		  1 1 I/O BUS SCSI
		Enter Load Device Option Number [1 (SCSI)]:

7	**1 <cr>**	Possible subdevices are:
		Option
		Number Subdevice Name
		-- 	
		  0 0 disk
		  1 1 tape
		  2 2 disk
		Enter Subdevice Option Number [0 (disk)]:

Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result
8	**1 <cr>**	ESSENTIAL UTILITIES Rebooting. EDT COMPLETION ERROR 2-08: UNKNOWN ID CODE 0x102 FOR DEVICE IN I/O BUS SLOT 2 EQUIPPED DEVICE TABLE COMPLETION WILL CONTINUE. CHECK EDT "/unix" does not exist Driver not found for *VOID* device (board slot 2) Driver not found for MAU device (board slot 0) UNIX(R) System V Release 3.2.2 AT&T 3B2 Version 3 Node unix Total real memory = 14680064 Available memory = 11139072 *** Copyright (c) 1984, 1987, 1988, 1989 AT&T - All Rights Reserved THIS IS UNPUBLISHED PROPRIETARY SOURCE CODE OF AT&T INC The copyright notice above does not evidence any actual or intended publication of such source code. UNIX System V Release 3.2.2 Installation 1) Full Restore 2) Partial Restore 3) Full Restore <USDA Partitioning> <2 disk(s)>0 When responding to a question, use the "backspace" key to erase the last character typed or the "@" key to erase the entire line. Enter "help" for additional information. Selection? [1 2 3 quit help]
9	**magic mode <cr>**	POOF! Selection? [1 2 3 quit usdaexpress shell help]

Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result
10	**usdaexpress <cr>**	USDA Express Installation selected - The possible ROOT disks configured on the system are: 1) /dev/dsk/c1t1d0s6 2) /dev/dsk/c1t3d0s6 Selecting disk 1 to hold the ROOT filesystem. The possible USR disks configured on the system are: 1) /dev/dsk/c1t1d0s6 2) /dev/dsk/c1t3d0s6 NOTE: System performance will be greater if the ROOT disk is NOT the same device as the USR disk. Selecting disk 2 to hold the USR filesystem. The disk (/dev/dsk/c1t1d0s0) is formatted. Reformatting it may remove undetected bad-blocks. WARNING: Reformatting will destroy the data on the entire disk! Formatting /dev/dsk/c1t1d0s0... Format /dev/rdsk/c1t1d0s0: (DEL if wrong) Begin Format (No more than 20 minutes)
11	**Remove the AT&T Software Load USDA1.2 tape from the SCSI tape drive when the system pauses to begin 20 minute formatting.**	
12	System continues, no action necessary.	Begin Verify (No more than 22 minutes) The disk (/dev/dsk/c1t3d0s2) is formatted. Reformatting it may remove undetected bad-blocks. WARNING: Reformatting will destroy the data on the entire disk! Formatting /dev/dsk/c1t3d0s2... Format /dev/rdsk/c1t3d0s2: (DEL if wrong) Begin Format (No more than 20 minutes) Begin Verify (No more than 22 minutes) Installing the USDA standard hard disk partitioning! Making file systems on the hard disk(s).... (please wait) There are 470592 blocks remaining on disk /dev/dsk/c1t1d0s6. There are 235296 blocks remaining on disk /dev/dsk/c1t3d0s6.

Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result
12 (Cntd)		ROOT disk partitioning:

* * Partition	First Tag	Sector Flags	Last Sector	Count	Sector	Mount Directory
0	2	00	47214	54180	101393	/mnt
1	3	01	150	47064	47213	
3	0	01	573788	65536	639323	
4	0	00	571986	1802	573787	
6	0	01	0	639324	639323	

*Partition	Tag	Flags	Last Sector	Count	Sector	Mount Directory
2	0	00	387	403641	404027	/mnt/usr
6	0	01	0	639324	639323	
7	0	01	0	387	386	
8	0	00	404028	235296	639323	/mnt/usr4

Verifying USDA standard hard disk partitioning.
Installing the initial core system files.
Installing the initial core system files.

SD_KEY= 2
SD_KEY= 2
Cpio: ERROR: Cannot open </TapeDevice> for input I/O error

The copy of the CORE FILES did not complete.

INSTALLATION NOT COMPLETED
SELF CHECK
FIRMWARE MODE

Step 13 — Turn the 3B2 OFF.

Turn the monitor OFF.

Unplug all cables and keep them with the equipment.

The following items should be packed away:

- 3B2
- power cable for the 3B2
- monitor
- power cable for the monitor
- monitor cable that connects to the 3B2 console port.